

### **ARTICLE III SUBDIVISION PROCEDURE**

Any person desiring to subdivide any lot, tract, or parcel of land, or to change or rearrange any such lot, tract, or parcel of land within Grant County, shall comply with the procedures established in this article and other applicable articles and sections of these regulations and in the sequence specified.

**SECTION 3.0 PRELIMINARY INFORMATION:** The subdivider is encouraged to notify the planning commission of his intention to subdivide a property prior to submission of the preliminary plat. Such notification should include mention or illustration of any aspect or feature which will affect the design or layout of the subdivision. For clarity, the subdivider may utilize a map to illustrate various features or aspects of the property.

**SECTION 3.1 SUBMISSION OF PRELIMINARY PLAT:** The subdivider shall file copies of the Preliminary Plat with the planning commission, prepared in accordance with the requirements of Article IV, at least twenty-one (21) consecutive days prior to the next regular meeting of the planning commission. When any plan or plat requires Planning Commission approval twelve (12) copies (one for each commission member) must be submitted along with other required copies. Such submission shall be considered the date of official filing. At this time, the following material shall also be filed with the commission representative, where applicable.

- A. **APPLICATION FOR PRELIMINARY PLAT APPROVAL:**  
An application (provided by the commission) shall be submitted. At the time of submission, the commission's representative shall indicate on the application, the date of submission and signature of commission's representative.
- B. **INDIVIDUAL ON-SITE DISPOSAL SYSTEM PERMIT:**  
Where individual on-site disposal systems have been approved, as per Section 7.1(d) of these regulations, the following note shall be included on the plat: "Plat approval for building development on lot(s) is contingent upon issuance of a final sewage construction permit and inspections by the District Health Department based upon a site evaluation and approved system.
- C. **PRELIMINARY PLAT FEES:**  
Preliminary plat and Certificate of Land Use Restriction fees shall be submitted as established by the planning commission's By-Laws.

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D. GRADING AND/OR EROSION AND SEDIMENTATION CONTROL PLANS:

In the event the subdivider elects to proceed with grading, following preliminary plat approval, or conditional approval, but prior to the submission of improvement drawings and specifications, grading plans and/or erosion and sedimentation control plans must also be submitted to the planning commission for review and approval. Plan review and construction review fees shall be submitted as established by the planning commission's By-Laws.

SECTION 3.2 PROCESSING OF THE PRELIMINARY PLAT: The planning commission shall notify the local and state governmental agencies, and other organizations of the public meeting, and transmit copies of the proposed preliminary plat.

The local and state governmental agencies and other affected organizations shall forward their recommendations and/or comments, if any, to the planning commission or its engineer seven (7) days prior to the meeting of the planning commission at which the issue will be heard.

The preliminary plat, the application, and all other required information, shall be checked by the planning commission's engineer for compliance with: (1) the requirements of the preliminary plat as per Article IV; (2) the requirements of the applicable zoning ordinance; and (3) any other pertinent sections of applicable regulations.

SECTION 3.3 PLANNING COMMISSION ACTION: The commission's engineer shall review the Preliminary Plat, including determination of its conformance to the requirements of these regulations, and shall consider the recommendations and/or comments of all applicable local and state governmental agencies and other applicable organizations, and shall forward such recommendations and/or comments to the planning commission along with its recommendations. The planning commission shall then review the recommendation of its engineer and/or comments of all applicable local and state governmental and other affected organizations, and take one of the following actions: (1) approve the plat; (2) approve the plat, subject to conditions; or (3) disapprove the plat; within two consecutive meetings from date of official filing, unless such time is extended by agreement between the planning commission and the subdivider. Approval of the preliminary plat by the commission does not constitute final approval of the subdivision, but is merely an authorization to proceed with the preparation of the improvement drawings and specifications and the Final Plat. In the event of approval, conditional approval, or disapproval of the preliminary plat, a statement, in writing, by the planning commission or its engineer, setting forth the conditions

of approval, or reasons for disapproval, shall be submitted to the subdivider, and which shall specify the Article, Section and Sub-section of these regulations and/or the Zoning Regulations.

Approval or conditional approval of a preliminary plat shall be valid and not subject to additional requirements for a period of twenty-four (24) consecutive calendar months, except that if a portion of an approved preliminary plat is approved or conditionally approved as Improvement Drawings and Specifications or a Final Plat, said approval or conditional approval of the remainder of the preliminary plat shall be valid for twenty-four (24) consecutive calendar months after the date of approval or conditional approval of said Improvement Drawings and Specifications or Final Plat. The planning commission may, upon receipt of a request by the subdivider, grant an extension to this twenty-four (24) month period if prevailing conditions have not changed appreciably.

**SECTION 3.4 SUBMISSION AND PROCESSING OF PRELIMINARY GRADING PLANS AND/OR EROSION AND SEDIMENTATION CONTROL PLANS:** Following approval or conditional approval of the preliminary plat, the subdivider may elect to proceed with preliminary grading of the area to be subdivided, provided that plans for erosion and sedimentation (as per Section 7.12) are submitted to the planning commission's engineer who shall check the erosion and sedimentation plans for preliminary grading to insure their conformance with the approved or conditionally approved preliminary plat and that they meet the requirements established in Article VII and other pertinent sections of these regulations. Following this review, the planning commission shall take one of the following actions: (1) approve the erosion and sedimentation plans for preliminary grading; (2) cause to revise or approve the erosion and sedimentation plans for preliminary grading, subject to conditions; or (3) disapprove the erosion and sedimentation plans for preliminary grading. In the event of conditional approval or disapproval, a statement, in writing, by the planning commission's engineer, setting forth the conditions of approval or the reasons for disapproval, shall be submitted to the subdivider, and which shall specify the Article, Section and Sub-section of these regulations and/or the Zoning Regulations. Three (3) copies of Grading Plans and/or Erosion and Sedimentation Control Plans, for final approval with conditions as required, shall be submitted to the planning commission's engineer prior to start of construction.

**SECTION 3.5 SUBMISSION OF IMPROVEMENT DRAWINGS AND SPECIFICATIONS:** Following approval or conditional approval of the preliminary plat by the planning commission, the subdivider may elect to submit the improvement drawings and specifications to the planning commission for review and approval, prior to the submission of the final plat. It shall also be the responsibility of the subdivider to submit copies of the improvement drawings and specifications to the applicable local and state governmental agencies and

other organizations affected by the subdivision. Said improvement drawings and specifications shall include at least the area intended for processing as a final plat. At this time, the subdivider shall submit to the planning commission the following:

1. One (1) copy of the Sanitary Sewerage and Storm System Plans and Profiles (as per Sections 7.0 and 7.1).
2. One (1) copy of the Water System Plans (as per Section 7.2).
3. One (1) copy of the Street Plans and Profiles, including typical cross sections (as per Section 7.3).
4. One (1) copy of Drainage Report, including computations (as per Section 7.0).
5. One (1) copy of grading plans including control of erosion and sedimentation (as per Section 7.12) if not submitted previously for processing as per Section 3.4.
6. Plan review and construction review fees as established by the planning commission's By-Laws.

**SECTION 3.6 PROCESSING OF IMPROVEMENT DRAWINGS AND SPECIFICATIONS:** The planning commission shall check the improvement drawings and plans to insure they are in conformance with the approved or conditionally approved preliminary plat and that they meet the requirements established in Article VII and other pertinent sections of these regulations. The planning commission shall cause to have the subdivider's engineer incorporate requirements of all applicable local and state governmental agencies and other organizations as they pertain to the proposed improvement drawings and specifications. Following these reviews, the planning commission shall take one of the following actions: (1) approve the improvement drawings and specifications; (2) cause to revise or approve the improvement drawings and specifications, subject to conditions; or (3) disapprove the improvement drawings and specifications. In the event of revisions, conditional approval, approval or disapproval, a statement, in writing, by the planning commission, setting forth the reasons for such action shall be submitted to the subdivider, and which shall specify the Article, Section and Sub-section of these regulations and/or the Zoning Regulations. Three (3) copies of Improvement Drawings and Specifications shall be submitted to the planning commission, for final approval, with all conditions as required prior to start of construction.

#### **SECTION 3.7 SUBMISSION OF THE FINAL PLAT:**

A. **GENERAL:** Except as provided herein, the Final Plat shall only be submitted after the Preliminary Plat has been approved, or conditionally approved. The Final Plat shall conform to the approved or conditionally approved preliminary plat and shall include all changes, additions, deletions, or approvals as may be required per conditional approval by the commission, or its

engineer and shall be prepared in accordance with Article V and other applicable sections of these regulations. Resubdivisions of previously approved or recorded Final Plats which do not involve new building development may be submitted without a Preliminary Plat and processed in accord with Section 3.8 of these regulations.

B. PREPARATION: The subdivider may cause, within twenty-four (24) consecutive calendar months after the approval or conditional approval of the preliminary plat or improvement drawings and specifications, the subdivision or any part thereof, to be surveyed and a final plat thereof to be prepared. Except as required within Section 7.3, J regarding street interconnection/extension, the final plat shall contain only that portion of the approved or conditionally approved preliminary plat and improvement drawings and specifications, where applicable, which the subdivider wishes to have approved, recorded and developed at that time. Final plats which are a portion of the approved or conditionally approved preliminary plat shall be named and listed as "SECTION NO. (approved by planning commission) of (Name of Subdivision)". Final plats which are resubdivisions of approved and recorded final plats shall be labeled as "RESUBDIVISION OF (Appropriate Listing Title - lots, Section No., Subdivision Name)". The subdivider shall ensure that the final plat is prepared under the supervision of a registered land surveyor.

C. FILING: The subdivider shall submit, to the planning commission, two (2) copies of the final plat drawing prepared in accordance with Article V of these regulations for review. At this time, the following material shall also be filed with the commission's engineer, unless otherwise noted:

1. Application for final plat approval: An application (provided by the commission) shall be submitted (see application form). At the time of submission, the planning commission shall indicate, on the application, the date of submission and signature of the commission representative.
2. Traverse sheets or other closure documentation: As referenced on the plat. In no case shall the unadjusted linear error of closure of the actual field traverse be less than a minimum ratio of 1:5000. The closure accuracy required shall include a closed traverse of the subdivision boundaries (as per Section 5.0, B.).
3. Improvement Drawings and Specifications: Improvement drawings and specifications will be required, if not submitted previously for processing, as per Sections 3.4, 3.5, and 3.6 and include the following where applicable:
  - a. Grading plans including erosion and sedimentation control measures (as per Section 7.12);

- b. Storm Sewer System and Sanitary Sewerage Plans and Profiles including a Drainage Report with computations (as per Sections 7.0 and 7.1);
  - c. Water System Plans (as per Section 7.2); and
  - d. Street Plans and Profiles, including typical cross sections (as per Section 7.3).
4. Record Copies of Improvement Drawings: Where the improvement drawings and specifications were previously submitted and approved prior to the submission of the final plat, as per Sections 3.5 and 3.6, and where public improvements were constructed the same or differently reflecting significant changes from the originally approved improvement drawings, the subdivider shall submit one (1) reproducible mylar of Record Copies of Improvement Drawings including plans and profiles for streets, sanitary sewerage and storm system and water system.
5. Special Testing Reports: All required testing reports including soils (i.e., embankments, subgrade, utility trenches), sanitary sewers (i.e., low pressure air acceptance) storm sewers (i.e., larger than 42 - diameter) and concrete street paving (i.e., strength, slump, air content and cylinder tests), core samples.
6. Fees: Plan review, plat review, construction review and recording fees shall be submitted as established by the planning commission's By-Laws.
7. Guarantee: A guarantee (if applicable) per Section 7.16 of these regulations.

**SECTION 3.8 PROCESSING OF THE FINAL PLAT AND WHERE APPLICABLE, THE IMPROVEMENT DRAWINGS AND SPECIFICATIONS:** The planning commission shall check the final plat as to conformity with the approved, or conditionally approved, preliminary plat and all other pertinent aspects as required in Article V and other applicable sections of these regulations. Following review, the planning commission shall recommend one of the following actions: (1) approve the final plat; (2) cause to revise the final plat, subject to conditions; or (3) disapprove the final plat, in accord with Section 3.9, B. Where applicable, the planning commission shall also check the improvement drawings and specifications, drainage plans and plans for erosion and sedimentation control, to insure that they are in conformity with the final plat and that they meet the requirements established in Article VII and other pertinent sections of these regulations. In the event the improvement drawings and specifications were previously submitted and approved, prior to the submission of the final plat, the planning commission shall review the Record Copies of Improvement Drawings (required as per Section 3.7, C., 4.) for their conformity to the final plat.

SECTION 3.9 PLANNING COMMISSION ACTION: Following the review of the final plat and, when applicable, the improvement drawings and specifications, as per Section 3.8, the planning commission shall take one of the following final actions:

A. FINAL APPROVAL -- final approval of a plat shall be recommended in one of two ways:

1. After construction of improvements: After the subdivider has obtained approval or conditional approval, as indicated in Section 3.6 and has installed all required improvements in compliance with these regulations, final inspections have been performed in accord with Section 7.13 and record copies of drawings have been submitted, the planning commission shall then recommend final approval. The original drawing of the final plat shall then be signed and dated by the chairman and witnessed by the zoning administrator.

2. Before construction of improvements: The planning commission may recommend final approval before all required improvements are installed, provided that a guarantee is provided for the purpose of assuring installation of such improvements. The amount of the guarantee shall be based on an estimate made by the subdivider's engineer. Type of guarantee shall be a good and sufficient surety bond unless other forms of guarantees are acceptable to the applicable legislative bodies. All guarantees shall be approved by the planning commission's engineer (see Section 7.16). Upon determination that all requirements of these regulations have been met, the planning commission may recommend final approval. The original drawing of the final plat may then be signed and dated by the chairman and witnessed by the zoning administrator. The guarantee shall not be returned to the subdivider until all improvements are installed, inspected and record copies of drawings have been provided, according to these regulations.

B. REVISIONS/DISAPPROVAL: Should the planning commission decide to cause revisions to be made or recommend disapproval of the final plat, written notice of such action, including the revisions or reasons for disapproval shall be mailed to the subdivider by the planning commission and which specify the Article, Section, and Sub-section of these regulations and/or the Zoning Regulations of the planning commission. The action shall be entered on the official records, of the planning commission.

SECTION 3.10 EFFECT OF APPROVAL: After the final plat has been reviewed by the planning commission, and all changes, additions, deletions, etc. made, two (2) sets of original reproducible mylars and six (6) paper copies for final plats and condominium property regime plats or two (2) originals and one (1) copy for conveyance plats shall be submitted for final approval. Said mylars or originals shall include all certificates, acknowledgments, endorsements, and

notary seals and all signatures completed in original ink, except for signatures of the chairman and the zoning administrator and county clerk (e.g., copies of plat signatures are not acceptable by the county clerk for recording). Following this review, the final plat may be recommended for approval by the planning commission, and signed by the chairman and witnessed by the zoning administrator. Disposition and recording shall be as specified in Sections 3.11 and 3.12 of these regulations.

**SECTION 3.11 DISPOSITION OF APPROVED FINAL PLAT:** After approval of the final plat signed by the chairman and witnessed by the zoning administrator, one (1) original mylar and one copy of the final plat shall be forwarded to the applicant for recording at the county clerk's office for recording per Section 3.12. Copies of approved conveyance plats with signature of the chairman and witnessed by the zoning administrator shall be forwarded or picked up by the subdivider or his agent for preparation of any instrument of transfer or other documents to be recorded per Section 3.12.

**SECTION 3.12 RECORDING:** After approval of a final plat, condominium property regime plat or conveyance plat, the original drawings of the approved final plat and one copy shall be forwarded to the county clerk's office for recording by the applicant. Final plats and condominium property regime plats shall be recorded by the county clerk. The subdivider shall be responsible for preparation of any instrument of transfer or other document to be recorded with conveyance plats in the county clerk's office, after which lots may be sold, leased, or transferred.

**SECTION 3.13 SUBMISSION OF RECORD COPIES OF IMPROVEMENT DRAWINGS:** Where improvements were constructed, the subdivider shall submit to the planning commission, one (1) reproducible mylar of the Record Copies of Improvement Drawings including plans and profiles for streets, sanitary and storm sewer and water systems reflecting significant changes, where applicable, prior to approval of a Final Plat, per Section 3.9, A, 1, or release of Guarantee per Sections 3.9, A, 2, and 7.16.

**SECTION 3.14 ACCEPTANCE OF IMPROVEMENTS FOR MAINTENANCE AND/OR LAND OFFERED FOR DEDICATION:** After all improvements have been installed in accordance with the approved improvement drawings and specifications and the record copies of drawings have been submitted, and the inspector has indicated that inspections were made and approved (as per Section 7.13), the applicable legislative body or other applicable public body should accept the improvements for maintenance (or in the case of lands to be dedicated, may accept such lands in fee simple, by easement, or other such instrument approved by the applicable governmental body), pursuant to applicable state statutes and other applicable regulations. Acceptance of any street or other public ground is regulated by KRS 100.277(4).

## SECTION 3.15 SUBMISSION AND PROCESSING OF CONVEYANCE PLATS:

A. GENERAL: It is the purpose of the conveyance plat to provide a process whereby parcels or lots may be subdivided from land, without having to be processed through preliminary and final plat procedures, as established in these regulations. Conveyance Plats for subdividing and platting land including strips, parcels, tracts, residuals, remnants, lots or lot-splits, for sale, lease, mortgages or building development, may be used in accord with these regulations. In order to be processed as an conveyance plat, the following requirements must be met in addition to other requirements of these regulations:

1. Except for tracts subdivided for financing or mortgage purposes, in areas approved or conditionally approved as a Preliminary Plat as noted in Section 3.15 A, 3, d), the parcel to be subdivided for conveyance or record shall not involve construction of any public improvements including water lines, storm and sanitary sewers, and streets, etc. for which preliminary and final plat processes are required.

2. Not more than SIX (6) lots and remaining, residual or remnant of land for building development may be subdivided from the original parent tract of land under ownership in the same name of record.

3. Conveyance Plats for partial surveys involving strips, parcels, tracts, residuals, remnants, lot-splits, may be used an infinite number of times, provided such plats comply with the following requirements:

(a) Lot lines that are to be adjusted in recorded subdivisions plats shall not involve more than three contiguous lots. If more than three lots are involved, then said lots shall be handled as a resubdivision and processed according to the applicable requirements for final plats in accord with Section 3.7, A of these regulations.

(b) Strips, parcels, residuals or remnants of land surveyed for conveyance or record purposes which are less than minimum lot requirements of the zoning district shall be labeled "Not for conveyance or building development by itself, but for attachment to adjacent land in the same ownership". Partial surveys isolated from the remainder of property shall not be approved if residual or remnant land contains an existing principal residence or building where such remnant is less than minimum lot requirements of the zoning district. Divisions or remnants of land from parent tracts containing an existing residence served by on-site sewage disposal systems are further regulated by Section 6.6, D, 2 c.

(c) Tracts or parcels surveyed for financing and/or mortgage purposes shall be labeled as in (b) above; or, in areas approved or conditionally approved as a

Preliminary Plat as follows: "Subject tract approved for financing and/or mortgage purposes only in the name of (Developer or Subdivider). Any development within tract or further subdivision must comply with previously approved Preliminary Plat with conditions on file at planning commission offices unless amended via submission of revised plans".

4. Except as noted in item 3.(a) thru (c) above or KRS 100.292 (Land sold in violation of chapter), the conveyance plat process shall not be permitted in areas already approved or conditionally approved as a preliminary plat.

B. SUBMISSION OF THE (CONVEYANCE) PLAT: The subdivider shall submit to the planning commission, two (2) copies of the conveyance plat at a size measuring 8-1/2" x 11" or 8-1/2" x 14" or as approved by clerk of records (intended for attachment to a deed) and prepared in accordance with the applicable requirements of Article V, other pertinent sections of these regulations and minimum standards of practice for Land Surveying in Kentucky, latest revision, as defined in KRS 322. In addition, the conveyance plat shall also contain the following information:

1. For lots proposed for building development, a statement by a registered land surveyor preparing the plat that the parcel represents the first, second, third, fourth, fifth, sixth or residual or remnant parcel subdivided from the original tract of land under ownership in the same name of record.

2. In the case of lots and/or remnant parcel to be subdivided for building development, sufficient information shall be included to locate the parcel being subdivided in relation to the previous subdivided lots or parcels, as well as their location within the original tract of land under ownership in the same name of record.

3. A vicinity map drawn at a scale of one (1) inch to two thousand (2,000) feet or greater (e.g., one (1) inch to one thousand (1,000) feet) on the plat showing, within one-half (1/2) mile of the proposed subdivision, existing roads and other significant features (e.g., streams, lakes, etc.).

At this time, the following information shall also be filed with the planning commission:

1. Application for Conveyance Plat Approval: An application (provided by the commission) shall be submitted (see application form) at the time of submission. The commission's representative shall indicate on the application the date of submission and signature of the commission's representative.

2. Traverse Sheets or other closure certification referenced on the plat: The closure accuracy required shall include a closed traverse of the subdivision boundaries as per Section 5.0, B.
3. Description: One copy of the description written by a land surveyor for the purpose of defining complete land boundaries accurately describing the actual boundary survey.
4. Conveyance Plat Fees: Plat review, construction review and recording fees shall be submitted as established by the planning commission's By-Laws, where applicable.

C. PROCESSING OF CONVEYANCE PLAT: The planning commission's engineer shall review the conveyance plat as per the applicable requirements of Article V, the requirements of this section, other pertinent sections of these regulations and minimum standards of practice for land surveying in Kentucky. Following the review, the planning commission shall recommend one of the following actions: (1) approve the conveyance plat; (2) cause to revise the conveyance plat subject to conditions; or (3) disapprove the conveyance plat. Should the planning commission recommend revision or disapproval of the conveyance plat, written notice of such action, including the plat revisions or reasons for disapproval shall be mailed to the subdivider by the planning commission, and which specify the Article, Section, and Sub-section of these regulations and/or the Zoning Regulations. After final review of the conveyance plat by the planning commission, two (2) originals and one (1) copy of the plat shall be submitted to the planning commission for final approval and disposition, per the requirements of Section 3.11. The action shall be entered in the official records of the planning commission. If approved and signed by the chairman and witnessed by the zoning administrator, the original conveyance plat may be recorded with the deeds or other documents in the county clerk's office per the requirements of Section 3.12.

#### SECTION 3.16 SUBMISSION AND PROCESSING OF CONDOMINIUM PROPERTY REGIME PLATS:

A. GENERAL: In accord with the Horizontal Property Law (KRS 381) whenever a developer, the sole owner, or the co-owners of a building or buildings constructed or to be constructed, expressly declare, through the recordation of a master deed or lease, a condominium property regime may be established. Once the property is submitted to the condominium property regime, a unit in the building(s) may be individually conveyed and may be the subject of ownership possession or sale and other acts as if it were sole and entirely independent of the other units in the building(s) of which they form a part and the corresponding individual titles and interest shall be recordable. It is the purpose of the condominium property regime plat to provide a process whereby two or more

apartments, town-houses, rooms, office spaces, or other units in existing or proposed buildings or structures may be subdivided and offered or proposed to be offered for sale in accordance with requirements as established by these regulations. In order to be processed as a condominium property regime plat, the following requirements must be met in addition to other requirements of these regulations and applicable state statutes:

1. For proposed projects including buildings involving private or public improvements, prior to the review of a condominium property regime plat, a Preliminary Plat, per Section 3.1 and Improvement Drawings and Specifications per Section 3.5 are required to be submitted for processing in accord with these regulations.
2. For existing building conversions not involving public improvements, submission and processing shall be in accord with Section 3.16, B and C, respectively.

B. SUBMISSION OF CONDOMINIUM PROPERTY REGIME PLATS: In addition to the requirements in Section 3.16, A, 1, the developer shall submit to the planning commission, two (2) copies of the final plat drawing prepared in accordance with Article V of these regulations bearing the certification of a registered land surveyor for review. In addition to other requirements of these regulations, the final plat shall show the location of the building or buildings proposed for the condominium project. Simultaneously, with the submission of the final plat, there shall be attached two (2) copies of a set of floor plans of the building or buildings in accord with state statutes bearing the certification of a registered architect or professional engineer. In addition to other requirements, elevations based upon the North American Datum of 1929 or latest revision, shall be noted on the plats or plans as a reference on each floor or unit for sale.

At this time, the following information shall be filed with the planning commission:

1. Application for Condominium Property Regime Plat Approval: An application form provided by the commission, shall be submitted (see application form) at the time of filing for Condominium Property Regime Plat approval.
2. Traverse Sheets or other closure certification referenced on the plat. The closure accuracy required shall include a closed traverse of the condominium project boundaries (as per Section 5.0, B.).
3. Condominium Property Regime Plat Fees: Plat review, construction review and recording fees shall be submitted as established by the planning commission's By-Laws, where applicable.

C. PROCESSING OF CONDOMINIUM PROPERTY REGIME PLATS: The planning commission shall review the condominium property regime plats for conformance to the applicable requirements of Article V, the requirements of this section, other pertinent sections of these regulations and minimum standards of practice for land surveying in Kentucky. Following the review, the planning commission shall recommend one of the following actions: (1) approve the condominium property regime plats; (2) cause to revise the condominium property regime plats subject to conditions; or (3) or disapprove the condominium property regime plats. Should the planning commission recommend revision or disapproval of the condominium property regime plats, and which specify the Article, Section, and Sub-section of these regulations and/or the Zoning Regulations, written notice of such action, including the reasons for revision, disapproval, shall be mailed to the subdivider by the planning commission's engineer, and which specify, the Article, Section, and Sub-section of these regulations and/or the Zoning Regulations. The action shall be entered in the official records of the planning commission. After final review of the condominium property regime plats by the planning commission's engineer, the subdivider's surveyor, architect, or engineer, where applicable, shall submit two (2) reproducible mylars and six (6) copies of plats to the planning commission's engineer for disposition per the requirements of Section 3.11. If approved and signed by the chairman and witnessed by the zoning administrator, the original condominium property regime plats may be recorded in the county clerk's office per the requirements of Section 3.12.